

## COMMITTEE ON JOINT SCHOOL BUILDINGS

**January 20, 2000**

**6:00 PM**

The Clerk called the meeting to order.

The Clerk called the roll.

**Present:** Aldermen Pinard, Thibault  
School Cmte. Members Leonard, Herbert, Paradis

**Absent:** Alderman Levasseur

**Messrs:** G. Sargent, B. Duclos, B. Connor, K. Sheppard, T. Clougherty,  
N. Tanguay

The Clerk advised that a motion is in order to elect a Chairman of the Committee on Joint School Buildings.

On motion of Alderman Pinard duly seconded by School Committee Member Paradis, it was voted to nominate School Committee Member Christopher Herbert as Chairman of the Committee on Joint School Buildings.

The Chairman-elect advised that the following matters should be addressed:

### **Meeting schedule:**

Chairman Herbert set the schedule for the third Wednesday of every month at 7:00 PM.

Alderman Thibault stated Wednesdays are good for him.

Chairman Herbert indicated that the committee agreed that this was a good schedule in the second floor conference room.

Alderman Pinard stated that it would be good to travel to some schools also.

Chairman Herbert stated that he is doing that on the School Board side so we might do a little travelling.

Alderman Thibault stated that would not be a bad idea to check out some of the major problems they are having in some of the schools. I am also on Lands and Buildings Committee and School Custodial Services Committee. I can bring something to this committee that we could put altogether and whatever has to be brought to the Board, I am sure through Alderman Pinard or myself we could bring a lot of these things together. That is the reason I did not mind serving on this committee because it goes along with what I am doing on the other committees.

Chairman Herbert stated from his perspective, we have legal authority with the business that we have to do. We are doing a lot on the School Board side, we have a lot of things going on and this is our opportunity to get three aldermen who really know the stories. When we go to explain our situations to the Board, we have three people who can spread the word and they know the answers.

**Introduction of staff involved in JSBC activities:**

Chairman Herbert asked that everyone present introduce himself or herself:

B. Duclos, Principal of Northwest Elementary School  
B. Connor, Highway Department, Building Maintenance Division  
K. Sheppard, Deputy Director of Public Works (Highway)  
T. Clougherty, Facilities Engineer, Highway Department  
N. Tanguay, Superintendent of Schools

**A brief overview regarding typical issues addressed by the Committee:**

Chairman Herbert stated that this committee is here for construction matters when we have a new building or major renovation job. This is the committee that supervises the construction. That is the reason for this committee's existence. There are other matters that will come up that are all school-related. We are going to discuss some tonight that are not technically under this committee but they are all part of the general environment that we have to understand and deal with when we are dealing with either new construction or renovations. The first item that I want to bring up is an informational item more for the aldermen. At our last meeting of the School Buildings Committee, we voted to request that Tom Brennan and Kevin Sheppard get together and put an RFP together for an architect.

Mr. Tanguay stated that he and Bob MacKenzie are working on that.

Chairman Herbert stated that this relates to our ten-year master plan for updating facilities. This so-called NASDAQ study which we did over the summer. It is very extensive and you have a copy of it. These people are not architectural engineers so we were going to hire an architect to go out and give some professional estimates so that we do not spin our wheels thinking about things are not possible. The timeline will be in the next step of our planning stage and hopefully will dovetail with Sylvio Dupuis' effort. We will have a School District planning effort well underway as part of Sylvio Dupuis' citywide effort. If things work out well, we will come to the conclusion at the same time and it will work out well. We are going to need an architect so we voted on that last week.

Alderman Thibault asked Chairman Herbert was there a lot of this that goes into CIP where we are going to have to look at both sides of that.

Mr. MacKenzie replied in the affirmative and stated you will be looking at it in the month of March. The Mayor will be putting together a CIP budget. He is looking for some feedback from School Board in the next few weeks to try and dovetail it altogether. You will see that in the first week of March.

Chairman Herbert stated that the second item is informational also. Everyone knows about the various broken pipes and things that we had in buildings throughout the city. I thought it appropriate at this time to have Kevin Sheppard and Barbara Connor give us a report update on where we stand, what they have done, bring anything to our attention that maybe we need to consider. Just a quick run-down so that everybody is up to date. The Superintendent has brought some written material.

Mr. Tanguay stated that it is a Building and Sites Committee agenda. Since the Joint Committee is here tonight, there is an issue on the table now that you should be aware of it. The process is that when there is a problem with a school, they send a memo to Kevin Sheppard's office and Barbara Connor and my office. What you see is correspondence this past week on certain school issues. The second component of that is as of today, this is the one page document, and this is a report on the condition of our schools.

Mr. Sheppard stated over the past week and a half we have had severely cold weather. It is not typical for this duration. Everyone knows what happens in the schools; heat losses through windows, cold air comes through, frozen pipes, sprinkler systems.

B. Connor stated that the first thing I would find out is that we had 126 heating problems in the last two days. For a staff of two mechanical people we have been

out straight. A lot of work has been issued to outside contractors and we do not have all of the answers back as to certain causes. I will try to answer as much as I can.

Mr. Tanguay stated that Principal Duclos from Northwest Elementary is here to speak to the committee regarding what has happened there.

Chairman Herbert stated that we could start with Northwest Elementary. Northwest happens to be a building that we have done some major construction on recently. It is something that this committee has dealt with last year.

Mr. Duclos stated that is detailed in the two memos that I sent to Mr. Tanguay. One on Tuesday and another one today. Tuesday being the first day that we were back from the holiday. At 4:30 in the morning, I got a call from the Fire Department. They were in the building because a pipe had burst in the library and water had penetrated all the way down to the first floor. The damage, fortunately, because the sprinkler alarm worked was minimal compared to what it was a year ago when the sprinkler alarm did not work when it flooded for hours. After we assessed the damage from that, the Special Ed. wing was one of the wings of the reconstruction over the summer. The temperature was in the 30s in that wing and we also were told when the kindergarten and the first grade teacher who are in the portable classroom that was put in in the spring, that there was no water there and everything was frozen. Again we call PBS and Barbara Connor responded immediately to every concern and she heard from me a lot. I thank her for her quick response and her people were terrific. *Eckhardt and Johnson* came in yesterday to go into the portable classroom and see what was going on. As they were tracing the lines, the water from the portable originates from the building, goes through the kindergarten wing, comes down and comes up underneath the portable classroom, which is a trailer. Come to find out that pipe was not only frozen in the kindergarten section, but the fan that had been installed in the reconstruction for the ventilation of the bathroom had not been wired nor had the duct work been attached to it so the outside ventilation. There was a circumference of about six inches open to the weather in the area above the ceiling tiles. Which is something I had notified Barbara Connor of earlier that we were very concerned although the winter had been mild to this point. The area above the ceiling is very cold. Not only in the kindergarten but Special Ed. and the library. We were having 30-degree weather so there was never a problem. Our biggest fear was when we had weather that we just experienced what was going to happen. What happened was that everything froze. The duct work not being there when we put insulation in right away. The gentleman from *Eckhardt and Johnson* said we are going down to Special Ed. right now. We pulled the tile up and sure enough not connected and open to the outside. It was 34 degrees in that wall. We removed the computer and wrapped in plastic right away because we knew

something was going to happen in there. Within an hour, the pipe burst in three different places within the interior wall of that room. We were able to keep the damage to a minimum because of the shutoffs. The portable classroom, as it turns out, they thawed that today. The pipe coming from the ground to the trailer was open to the weather, no insulation. Heat tape was put on and the insulation was wrapped. The electrician was in to put a power source to that so that problem should be over and done with. The library, the pipe burst in the sprinkler system and there was some damage to the ceiling area, the insulation needs to be addressed and that whole system needs to be put back on line. Four areas were addressed and all four froze.

Alderman Pinard asked about the insurance. Is Harry Ntapalis involved in this.

Mr. Duclos replied in the affirmative and stated John Frasier is the adjuster that works through Harry's office.

Alderman Pinard asked is this going to be part of the guarantee of the workmanship.

Mr. Sheppard replied in the affirmative. Today Barbara Connor went over there with the architect and the contractor on that work. They are working over there as we speak.

Ms. Connor stated *Bonnett, Page and Stone* is going to repair all of the damage within the confines of their contract. There will be no extra charge on that.

Alderman Thibault asked Mr. Duclos are we still talking about the main building or the outside classroom.

Mr. Duclos replied that there are three areas; kindergarten where the pipe burst last year, then the Special Ed. where the trusses were taken out because they were cracked that is where it really froze this time, that is where all of the breaks were in the inside wall.

Alderman Thibault stated that he just wanted to be sure that is what we are talking about. Where is the Clerk of the Works when we build these buildings. That does not catch these problems. With the money that we are paying to have schools built, they do not catch problems like that is beyond me. I went there quite often when they had that problem last year because I wanted to know what was going on. The thing that impressed me the most is that nobody seemed to have checked anything after the building was built. I went over there and saw complete rooms where there was no insulation. No wonder pipes froze. It certainly tells us that when we build a new building and we have a Clerk of the Works, we make sure

that it is someone who knows and checks these types of problems. What did that cost us last year. We are talking in the couple million dollar range.

Mr. Sheppard replied in the negative.

Ms. Connor replied the roof was \$320,000. You add to that everything that was lost in the school, about \$200,000.

Alderman Thibault stated that he thought that it was more than that. But the point is that from now on when we build a school, let's make sure that we hire the proper Clerk of the Works and not let these things happen. When you talk about spending this kind of money after building a new school that is horrible.

Mr. Sheppard stated that we have part-time Clerk of the Works on this job as we do on most of our jobs except maybe McLaughlin School. We have a part-time Clerk of the Works that has done work for us in the past and has done a great job for us. The problem that was determined that it was something that he should have caught. It was something above the ceiling. The contractor obviously made a mistake. The contractor should have had that taken care of. I agree with the Clerk of the Works but he is not there all of the time and he cannot see everything. I am not familiar with whether he should have seen that or been there above the ceiling to see that connection.

Alderman Thibault stated that there is more than one problem here. Many times PBS goes in there, or some other private contractor goes in, tears the seal to do whatever work has to be done i.e. telephone lines or electrical lines or pipes. Then they do not reseal the area. What happens is that where you end up with this problem. We have to be careful as to who we send in there and make sure that they in fact reinsulate and reseal these areas. When I saw that in the north wing of the school, there was absolutely no insulation. That tells me that somebody was not doing their job. That should have been a Clerk of the Works thing to pick up.

Chairman Herbert asked is there enough work to justify somebody who is full-time.

Mr. Sheppard stated that it depends on the workload especially in the coming year. This past year we could have used a full-time Clerk of the Works. I am not sure how much time was spent. We have Parkside going, he clerked on that job. He clerked at Northwest, McLaughlin. It is something that we can take a look at. Tim Clougherty and I have talked about that in the past. If we do have a large enough project, or enough projects going on at one time, bringing on a full-time Clerk. I am not too sure as a city position, but someone we feel comfortable with.

Chairman Herbert stated we have big plans for the next ten years.

Mr. Sheppard stated when you are talking major renovations like McLaughlin or a new school; you do want a full-time Clerk of the Works.

Mr. MacKenzie stated that is the same clerk that has been doing the other ones and he was full-time at that job.

Alderman Thibault stated from the kind of money that it may cost to have a full-time clerk, whether it is for the whole city or just one project. Maybe that is a much cheaper route to go than what we have been hit with in the last couple of years. There have been problems with most of the renovations and the construction. At McLaughlin, there have been a lot of problems there and that is a new school. So what is going here. Somebody is missing something.

Mr. Sheppard stated we are working with the Building Maintenance Division now and they have done good things in the past and we are trying to excel and move forward and do things a little different. We are working with the School District, meeting with Tom Brennan and Kathleen Handlett. We have brought on a facilities engineer, which is going to save the city money. Tim Clougherty has a pretty good background in facilities work. He will be able to review plans with the architects and the engineers where in the past; the City had no one with that type of expertise from the city-side for looking at these plans. The Building Department looked at the plans but Tim Clougherty will be looking at it from a different view. Things will change.

Chairman Herbert stated that we have made some changes. The working relationship is very good right now but a lot of these problems are popping up that are pre-existing. I do not want to get into fingerpointing because it is not going to solve anything. That should have been caught, it was not and hopefully in the future we have things set up so that we will not have to face these problems.

School Cmte. Member Paradis asked Mr. Duclos does the insurance cover all of the damage in Mrs. Lee's class.

Mr. Duclos replied Mr. Frasier has asked me to do a report. She did not lose a lot because it was caught. But yet I have sent the Superintendent two requisitions for things she needs immediately.

School Cmte. Member Paradis asked the math and reading material.

Mr. Duclos replied in the affirmative and stated those have already been requisitioned.

School Cmte. Member Paradis asked about her personal teaching materials.

Mr. Duclos replied that she has given him a list of that with an estimated cost. I will forward that to John Frasier. He called me today and I told him that I would pass that along to him.

School Cmte. Member Paradis stated that she couldn't believe that they did not put antifreeze in there. I was over at McLaughlin two or three times when it first happened and then when they were starting to repair and then after. I have better trusses in my camp roof than what is there. I could not believe all of the cracks and the knots. Those materials were not the best.

Alderman Thibault asked but didn't they finally find out that it was the substance that they sprayed on the wood that weakened it. It dried it up to a point that it broke. This is something that they have learned in the process.

Mr. Sargent stated regarding Northwest Elementary and stated that he was there this morning. There is an inside wall in a bathroom where the fan was, there is a hole in the wall because it is where the pipes froze and they had to thaw the pipes out. I felt a cold breeze coming through. Dr. Duclos and myself put a thermometer in there and it was 34 degrees the same as outside. There is certain urgency to that issue right now. It is supposed to be negative degrees again this weekend. Dr. Duclos says that is what they are working on right now, but I was wondering if we could get a report back immediately. This is very serious.

Chairman Herbert stated they are aware that this weekend is going to be another cold one. Are we ready for another cold weekend.

Mr. Sheppard stated that Barbara Connor could give you a quick update as to what they have done and what they plan to do over the weekend.

Ms. Connor stated what *Bonnett, Page and Stone* is going to do is wherever there was wires or something that came through the wall, they are insulating around it. They are sealing it because it was cold air that was infiltrating through the wall above the ceiling. That is where that cold air was coming from and that will solve the problem in that bathroom. For this weekend, we are expecting this cold weather to continue we are not setting back that building, it will run twenty-four hours just to be sure.

Mr. Sheppard stated with the new system that is in the schools, we monitor the temperatures and we set-back the temperatures at night and turn it back up in the morning so when people arrive in the schools it will be warm. When we get cold

snaps like this, we will probably start overriding that system, starting up the systems a little bit earlier so that the schools have more time to react and heat up. At times, like Barbara Connor said, we may keep the schools on. Some of the older colder schools, throughout the weekend so that we do not run into this problem. We learned from this also.

Chairman Herbert stated that we definitely do that at Central this weekend.

Alderman Pinard asked would someone be checking the plumbing at the portable locations.

Ms. Connor replied we were only aware of the problem at Northwest. There was a problem at Hillside and they will be checking that out.

Alderman Pinard stated that he recommend you send someone out and check all of the portables because they are in the open and that may cause a lot of problems.

Chairman Herbert stated the second worst situation we had was over at McLaughlin School.

Ms. Connor stated at McLaughlin where the sprinkler in the library broke. What we found there today, I brought the architect and *Bonnett, Page and Stone*, three holes around the duct work and there was just enough cold air that was coming through and passing over the sprinkler line that froze it. My people sealed that up this afternoon, they stayed late and that is all sealed up. We are also running that school twenty-four hours to make sure we get some heat back up into that ceiling in the library.

Chairman Herbert asked was that the only cause of this whole list of thirteen, on the list that the Superintendent handed out.

Ms. Connor stated some of the other rooms were having *Computech*, who designed that energy management system to come down tomorrow because *NORESCO* did not install that system. So we are having the company that installed it come down so that we can work out some of the kinks in that system.

Chairman Herbert asked Barbara Connor that we have no hot water in the cafeteria and no heat etc...I am wondering if these things up and running or are they not usable.

Ms. Connor replied the problem with the no hot water in the cafeteria was that they had to reset the water heater, the gas burner had gone out, so they are just resetting that.

Chairman Herbert asked so it is no big deal.

Ms. Connor replied in the affirmative and stated that number eleven has been an on-going issue. We discussed that with the architect. They designed that room and the mechanical engineer says there should be no problem but we know that it is very cold in that room. So we are going to have to do something. We are still working with the architect on that issue. In the meantime, we are leaving that door open from the entryway so that some heat from there can go in there.

Alderman Pinard asked what kind of response are you getting from them. Are we going to be in the same situation as the floor with them. We have computerized heating in that school. Something should be done. We have accepted that we own that school and is there any warranty or guarantee.

Mr. Clougherty replied all of the items are under warranty right now. A lot of the problem that you will see, we are looking at extreme temperatures over the past four or five days. The engineer looks at an average of the lowest temperatures for your area and the typical design temperature for this area is ten below zero. Anything below that you are going to experience discomfort if the heating system is not oversized. Typically with the way our budgets work, we are not paying our architects to oversize the systems for future expansion. We are getting what we can, the biggest bang for the buck that we are spending. So when we are seeing twenty and thirty below zero with forty or fifty-mile hour winds we are going to experience some discomfort. We should not be experiencing frozen pipes, however, but we may see some rooms that can only heat to sixty-six degrees with these cold winds. We are going to receive complaints from individuals and it is going to seem like there is no heat in those areas when in fact there is heat but it is uncomfortable.

Alderman Thibault asked but isn't that because maybe that contractor, and maybe in the contract somebody doesn't pick this up, cuts down on the radiation that should go into that room.

Mr. Clougherty replied that should not happen.

Alderman Thibault asked then why is there not enough heat in that room.

Mr. Clougherty replied I am talking about the days when it is twenty or thirty below zero that you are going to experience possible discomfort scenarios. They engineer to looking at insulation factors for windows and doors, those insulation factors are based on certain standards but until it is actually constructed, you do not know exactly what that is going to be. You are going to have areas that are a

little bit over-insulated, some that could possibly be under-insulated but you want to pick up on those areas.

Alderman Pinard stated that it seems to him that we had a problem at McLaughlin School last year on the second floor, it was too hot.

Chairman Herbert stated that is a different problem. What I want to hear is there any areas of the facilities that you checked out that we had problems with over the weekend and now that we should know about that have not been addressed.

Ms. Connor replied that we have addressed every single call. We have not heard back from all of the contractors so I cannot tell you the reason it froze at the West Side school, I do not know that yet. We will be ironing that out.

Chairman Herbert stated some of the problems like Central High School, they will address it with the cold temperatures this weekend. They will not turn down the heat in the other building so we will not have that big dip that we had this last weekend that created some of the problem. There are other problems and this is why I wanted this committee here. Central, among the many things that need work there, the windows are gone. We have a whole building where you pump all of that energy into it and it just flies right out the windows making it that much more difficult. These are long-term problems that we are going to address long-term. But it all came together this weekend with the cold snap. The other thing that we need to recall in that statement with the budget the way it has been, it is like a stock price. The last stock traded is the price. It is the last dollar that makes all of the difference. Sometimes to save five or ten thousand somewhere, we end up with this kind of situation. That is the lesson here. We are going forward as we all think about all of the work that is going to be needed to be done that we resist the effort to look around and say that we just saved five thousand when we know in the back of our minds that five years from now we did not save anything. Unless there is a major problem that the school should know about, I am satisfied with what I am hearing.

Ms. Connor stated there are no other major problems.

Mr. Tanguay stated that he wanted to thank Kevin Sheppard and Barbara Connor for responding so well to the problems we have had. It is a budgeting issue and when it goes to the aldermen again, the funding for the long-range plan at least would have gotten funded if people realized the consequences to that and there will be no surprises in the future.

School Cmte. Member Paradis asked did the fire department get a set of those plans that they asked for of the sprinkler system. They had a problem with the sprinkler system last year too.

Ms. Connor replied that they still do not have that. *Simplex* has not responded to us on that. That zone in the library at McLaughlin is still off-line.

School Cmte. Member Leonard stated that Craig at Bakersville School in the boy's bathroom it is all cut open down in the basement. I went around Friday and saw this.

Chairman Herbert asked is this a problem referenced to this weekend. This is a separate issue.

School Cmte. Member Leonard replied that this is not related and it is a separate issue. But it should be addressed before someone gets cut on it.

Chairman Herbert stated that would be a Building Committee on the School Board side issue. Does Mr. Tanguay know about it.

School Cmte. Member Leonard replied in the affirmative and stated that he gave him a copy of the list on the schools.

Chairman Herbert addressed item 7 of the agenda:

#### High School Stages

Mr. Sheppard stated that Tim Clougherty got involved in the stages. I was originally involved and I still am but I have asked Mr. Clougherty to oversee what we are doing on that.

Mr. Clougherty stated as far as the stages go, you see the update in front of you. We just got the bids in and in the process of awarding the contract for some structural work at Central which will allow us to move on to Phase II which is making the stages safe for not so much operation but at least habitation so that we can open them up to limited performances. What we are doing there is making sure the appurtenances are safe, the riggings are removed and the fire curtains work. That would be the extent of the scope of work for all three high schools. The second phase that I am talking about goes out to bid next week and we are expecting completion on that sometime in mid-March. The third phase is something that we talked about ourselves interior, but it is really going to be up to

the City and the School Board to figure out exactly to what extent we want to utilize these facilities in the future.

Alderman Thibault asked Mr. Tanguay that he has just taken on this responsibility. When we build these schools are they built according to specs. Are those stages built according to specs at that time.

Mr. Sheppard replied if you look at most of the stages at Central High School (one hundred plus years old). These stages were addressed two years ago and I do not think the stages were as bad as people thought they were. What we are doing now is just basically maintenance type items that should have been done earlier. We are bringing these stages back up so that they could be used. The stages were not neglected in the past, it is just maintenance items that should have happened. Typically what we do with contracts that we bring before this Board for approval and the Board has allowed us to execute change orders and then bring it to this Board. The stages, we execute a contract for West High School work because this Board is in transition. I am not sure whether you want to act when the contract is completed. Whether you want to formalize or not. Central, as Mr. Clougherty mentioned, we are in the process of entering a contract with *Bonnett, Page and Stone* to do that work. Maybe we should formalize that.

On motion of Alderman Pinard duly seconded by School Cmte. Member Paradis, it was voted to accept the report and allow the work to continue as presented.

Mr. Sheppard stated the contract bids are coming in next week. Where we need to get this work moving, would you prefer us to ask the City Clerk to do a phone poll for that work if possible.

Mr. Clougherty stated that we are well within the budget. We are probably talking somewhere in the \$100,000 range for the Phase Two work. What we have gone through right now is probably going to be, the contracting rate is \$7,000 for the structural and then probably \$15,000 for fire escape repairs.

Chairman Herbert asked is this the rigging portion.

Mr. Sheppard replied \$7,000 would be for the interior structure of Central, \$15,000 is for painting the emergency fire escape.

Alderman Thibault asked does the Building Department get involved in inspecting all of these jobs and making sure that they are properly done.

Mr. Sheppard replied building permits need to be pulled for work such as this.

Chairman Herbert stated that he would accept a motion for the rigging contract.

On motion of Alderman Thibault duly seconded by School Cmte. Member Leonard it was voted to accept the rigging contract as presented.

Chairman Herbert asked that we had that gentleman come in that looked over the stuff. There was \$350 to \$400, is this outside his expertise.

Mr. Sheppard replied the original person was Dr. Davidson then the City brought on a bid consultant Jim Stockman. He is the one currently we are working with.

Chairman Herbert addressed item 8 of the agenda:

#### Parkside Jr. High School Addition

Mr. Sheppard stated that project is 99% complete. Today we met with the contractor and architect over there. There are issues that still need to be resolved i.e. lockers. They have problems with getting the locks onto the lockers and utilizing them. The contractor is well aware of it and he is having problems with his sub-contractor. But that is the major outstanding issue on that project right now. We are holding money on the contractor and we are not ready to close that project.

Chairman Herbert asked is that the \$25,000 that is listed here.

Mr. Sheppard replied in the affirmative.

Alderman Pinard asked are you having problems with the computer room or has that been resolved.

Chairman Herbert asked at Parkside.

Alderman Pinard stated there was something that came up during construction.

Mr. Sheppard stated during construction we came to this committee for an addition of the computer room and we added air conditioning to that computer room.

Alderman Pinard asked if that was all taken care of.

Mr. Sheppard replied in the affirmative.

Chairman Herbert addressed item 9 of the agenda:

Parkside Jr. High Life Safety --

Mr. Sheppard stated that project is 100% complete. The contractor has been through. In that project, we removed asbestos ceilings in the school. Put back tile ceilings with emergency lighting and a sprinkler system.

Chairman Herbert addressed item 10 of the agenda:

Northwest Elementary Reroofing

Mr. Sheppard stated Northwest we thought the project was 100% complete. In the past two days we found that is not the case.

Chairman Herbert asked is the reroofing related.

Mr. Sheppard replied the reroofing included taking off the old utilities that were in there.

Chairman Herbert addressed item 11 of the agenda:

Henry J. McLaughlin Jr. Middle School

Mr. Sheppard stated the outstanding item at McLaughlin School is the gym floor. At the last committee meeting, the past members will remember that the committee requested that the City would go out and hire an independent consultant. What we did was go out and hired *Wood Sciences*. They worked with us on the Northwest roof when they had a problem there. We have recently received his report and his does disagree somewhat with the *Maple Manufacturer's Association's* report. We are currently reviewing that and we would be better to make a full report next month. We sent it out to the architect for his review and we have reviewed it. There are some disagreements and hopefully we can try to work some of that out over the next month and have a better report back to you.

Chairman Herbert asked if the gym was usable.

Mr. Sheppard replied in the affirmative.

Chairman Herbert addressed item 12 of the agenda:

Memorial High School Science Lab & Other Improvements --

Chairman Herbert stated that Memorial had some problems this past weekend also.

School Cmte. Member Paradis stated that it was frozen pipes.

Mr. Sheppard stated that the frozen pipes were not part of this project. The heating system in the school is probably an older system and we may have problems with it.

Ms. Connor stated that this problem occurs every year at Memorial. It has to do with freeze protection on some of the unit head. They shut down and freeze up. We did find where someone had turned the valve off so there was no water circulating and so it is going to freeze. That was in Room 306 the worst damage was done in there.

Chairman Herbert asked is this the entire system.

Mr. Sheppard replied it is different areas of the system.

Ms. Connor stated these rooms are on the north wall and the pipes are right next to the wall and that is what causes the freezing. Short of blocking off the total ventilation to the room when we have cold weather like this, this happens every year. It is part of the design of the system.

Chairman Herbert asked is there a solution to this problem.

Ms. Connor replied replace the units and put something new in.

Chairman Herbert asked is that on our CIP list.

Alderman Thibault stated that Ms. Connor said that someone shut the valve off. Is there some way that we can lock these valves so that they cannot be turned off unless somebody wants to turn them.

Mr. Clougherty replied in the negative and stated that you cannot lock the valve in any way.

School Cmte. Member Paradis asked Alderman Thibault if he was talking about the ventilators.

Alderman Thibault replied whatever valve was turned off.

School Cmte. Member Paradis stated that she took one apart one day and there was a little paper inside that had not been cleaned since 1969. They are old, the school is close to forty years old. It was built in 1963. What concerns me is the ones that were frozen were the hot water and I wonder why those froze. On Tuesday, January 18 around 2:00 AM it says 180 degree water traveled to Room 305 from the storage room down the hallway. The water so hot that it lifted up the tiles and they are going to have to replace them in Room 306. Some of the ceiling came down also.

Ms. Connor stated when the pipe breaks then the water comes out at 180 degrees until they segregate off that section by turning the valves off.

School Cmte. Member Paradis asked that is forced hot water that are going through those pipes.

Ms. Connor replied in the affirmative.

School Cmte. Member Paradis stated that she misunderstood.

Mr. Tanguay stated that he had been at the school on Tuesday after the flooding occurred. It affected about six classrooms, the first floor and below that the science area. Fortunately we are doing testing so we were able to accommodate our students. What might be helpful when we anticipate cold temperatures and potential problems especially on weekends. There should be somebody checking out the building when we know we might have problems. Especially in the early morning hours.

Alderman Thibault stated that it would be at a savings to keep at full heat.

Mr. Sheppard stated that we have learned something over the past weather. We are going to keep the temperatures up over the weekend if we need to with some schools. There are custodians in the schools until 11:00 PM but we will also possibly, if someone is on call, have that person come in and check some of the schools. These are some of the issues that we have learned and we are taking a look at. A lot of the problems that we have in the schools now we are trying to take a look at and not just fix them but try to figure out what the problem was so that we can solve it and not have it recur.

Chairman Herbert addressed item 13 of the agenda:

ADA Accessibility/School Elevators --

Mr. Sheppard stated that project is at McDonough School and is complete. The elevator has had no problems. The next schools would be Parker Varney and Webster schools as far as the ADA accessibility project. The city is trying to get both of these done in the coming year.

Chairman Herbert addressed items 14 & 15 of the agenda:

West Heat & Ventilation Improvements --  
West Industrial Arts/Tech Ed Improvements --

Mr. Sheppard stated West High School and Central H & V project can be updated by Mr. Clougherty.

Mr. Clougherty stated the last ventilator was placed on the roof on Monday. They hoisted it up there with a crane. Even with the wind and the temperatures the way that they were they got it up there. It is sitting up there now and they are waiting to make final mechanical connections for the duct work and electrical. Mr. Dill says the unit may be in place and in service in two to three weeks. It is more realistic for four to six weeks. Once they get in balanced and working properly and get the final wiring done.

Alderman Thibault stated that he did see them there today.

Chairman Herbert addressed item 17 of the agenda:

Jr. High School Tech Ed --

Mr. Clougherty stated the industrial arts and tech ed. improvements, we did a final walk-through the day before yesterday. There are a couple more punchlist items. Mr. Allard of *P.M. McKay* is working on addressing these. The walk-through was held with the engineers so some of the more technical issues that were not picked up on the walk-through with the general contractor. We are looking at ratings and fixtures that should be cleaned up in the next couple of weeks.

Chairman Herbert addressed item 16 of the agenda:

## NORESCO Performance Contract

Mr. Sheppard stated they are complete by the end of this month. There is \$262,000 allocated for this. Come to find out that the security for the system school-wide will be more like \$500,000. Through CIP and the School District we will be asking for additional money to install the security system.

Chairman Herbert addressed item 17 of the agenda:

### Jr. High School Tech Ed

Ms. Connor stated the only thing ongoing at Jr. High School Tech Ed would be ordering computers. Tom Brennan has a list that he has developed.

Chairman Herbert asked does this tie into the RFP that the new IT Director is working on. Is that all part of the same package or is it a different package.

Mr. Tanguay replied that it is a different package.

Chairman Herbert addressed item 18 of the agenda:

### Draft Policy for Volunteer Projects

Mr. Sheppard stated that the previous committee asked us to draft a policy for volunteer projects. One thing that we learned at the West High School Fitness Center. It made the project proposed by volunteers in the City. There was no policy to direct the School District. We worked closely with them to try to move that project along. Chairperson of the committee at that time felt it best to have a policy on-hand should any other people in the future want to work like that. This is a policy that was drafted last month. I had it reviewed as requested by the committee by the Building Department, Planning Department and the School District. This represents their comments. They really were not any further comments on this. The committee can review it and next month you can over it. The School and this committee may want to adopt a policy for any volunteer projects.

Alderman Thibault asked I see post insurance certificate for city requirements. If it is a volunteer project, why couldn't we use the city's on-going insurance.

Mr. Sheppard replied that he couldn't answer that question. I am not too sure we can do that. This is for major projects i.e. the West High School fitness center. It is not if someone comes in and wants to paint a wall.

Alderman Thibault stated that he understands that and knows what went on at West High School and that is why I am asking. If you are getting people to come in doing this for nothing, if you are asking them to post insurance besides, then that could be a problem.

Mr. MacKenzie replied it comes down to liability issues. They did raise a lot of money. There was a lot of work done by non-city people. It becomes a liability issue whether you want the city's liability to be insuring people that maybe who do not have full control. In the worst case, if something goes wrong who is liable for that.

Chairman Herbert stated that it affects the rates also.

Alderman Thibault stated but if somebody is doing it for nothing is there something that the City should do to help them.

Mr. Clougherty stated that he does not believe an insurance certificate costs the contractors any money. It is a certificate that says we have insurance while working on this project and we are insured for this project. I may be incorrect but if there were any fee, it would be nominal.

Alderman Thibault stated that it is just a point that I picked up and it should be looked at.

Alderman Pinard asked should the City Solicitor look at that document. If somebody is working on the gym and gets hurt. Maybe tack onto something that would protect the School District and the City of Manchester.

Alderman Thibault stated whenever they hire someone, they have to make sure that they have insurance. I am talking about when somebody comes in and does it volunteer.

School Cmte. Member Paradis stated even years ago we tried to paint at Bakersville School maybe twelve or fifteen years ago. PBS told us that we would have to sign a waiver. Then the other problem is that there is nothing here about the age of the person doing it. Children could not be under eighteen years old and some were, so some of them did not do it. We had tried to get a group together for Bakersville and then some of the kids that were in the CCD at Blessed Sacrament. There is nothing here about age and would that be discrimination. Does this have

to do with insurance or if a person is seventeen years old and wants to come in and paint on the scaffolding and falls. Then whose insurance pays for it. Do they have a certification or school insurance if you get hurt. Instead of using your personal insurance that their mother or father probably have on them.

Mr. Sheppard stated that is part of the reason that we are asking for insurance from the contractor. Dick Mayhew helps at the West High fitness center, and I spoke with him this week about insurance and he did carry insurance for his group. He required insurance from each one of his sub-contractors because he knew of his liability as a volunteer group. It is something that they wanted to do.

School Cmte. Member Paradis stated that is one of the most important things.

Chairman Herbert stated that the committee should review the policy and it will come up for a vote at the next meeting.

School Cmte. Member Paradis stated that it says this volunteer group must present the proposal for the work to the Building & Sites first. It has to go through two committees before it can get started. They no longer can just say that they would like to do volunteer work.

Mr. Sheppard stated that this is for major construction work not for painting.

School Cmte. Member Paradis asked if I wanted to go in and paint a room in one of the buildings and I was only going to use a five-foot ladder, I would not have a problem.

Mr. Tanguay stated that we will look at it from the School District's point of view and also there should be some language addressing the quality of the work being done and maybe with inspectors and Clerk of the Works type of people. We will put that language in.

There being no further business to come before the committee, on motion of Alderman Thibault duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee